

# Editorial Policy

Pursuant to the character of this publication, the journal is indexed by the following agencies: (1) Philippine Electronic Journals; (2) Google Scholar; and, (3) Public Knowledge Project.

The **Advancing Literature & Communication Research** is open to the global community of scholars who wish to have their researches published in a peer-reviewed journal. Contributors can access the website: [www.ejournals.ph](http://www.ejournals.ph), and [www.asianscientificjournals.com](http://www.asianscientificjournals.com).

Articles are contributed by researchers of the field of literature and communication. The frequency of issue is once a year. The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of both the research authors and the reviewers. An author accepts the responsibility of preparing the research paper for evaluation by independent reviewers. The responsibility includes subjecting the manuscript to evaluation by peers and revising it prior to submission. The review process is not to be used as a means of obtaining feedback at early stages of developing the research paper.

Reviewers and editors are responsible for providing constructive and prompt evaluation of submitted research papers based on the significance of their contribution and on the rigors of analysis and presentation.

## ***The Peer Review System***

**Definition.** Peer review (also known as refereeing) is the process of subjecting an author's scholarly work, research or ideas to the scrutiny of others who are experts in the same field. Peer review requires a community of experts in a given (and often narrowly defined) field who are qualified and able to perform impartial review. Peer review refers to the work done during the screening of submitted manuscripts and funding applications. This normative process encourages authors to meet the accepted standards of their discipline and prevents the dissemination of unwarranted claims, unacceptable interpretations and personal views. Peer review increases the probability that weaknesses will be identified, and, with advice and encouragement, fixed. For both grant-funding and publication in a scholarly journal, it is also normally a requirement that the subject is both novel and substantial.

**Type.** The double-blind review process is adopted for the journal. The reviewer/s and the author/s do not know each other's identity.

**Recruiting Referees.** The task of picking reviewers is the responsibility of the editorial board. When a manuscript arrives, an editor solicits reviews from scholars or other experts to referee the manuscript. In some cases, the authors may suggest the referees' names subject to the Editorial Board's approval. The referees must

have an excellent track record as researchers in the field as evidenced by researches published in refereed journals, research-related awards, and an experience in peer review. Referees are not selected from among the author's close colleagues, students, or friends. Referees are to inform the editor of any conflict of interests that may arise. The Editorial Board often invites research author to name people whom they considered qualified to referee their work. The author's input in selecting referees is solicited because academic writing typically is very specialized. The identities of the referees selected by the Editorial Board are kept unknown to research authors. However, the reviewer's identity can be disclosed under some special circumstances.

**Peer Review Process.** The Editorial Board sends advance copies of an author's work to experts in the field (known as "referees" or "reviewers") through e-mail or a Web-based manuscript processing system. There are two or three referees for a given article. Two are experts of the topic of research and one is an expert in research and statistics who shall review the technical components of the research. These referees return to the board the evaluation of the work that indicates the observed weaknesses or problems along with suggestions for improvement. The board then evaluates the referees' comments and notes opinion of the manuscript before passing the decision with the referees' comments back to the author(s).

**Criteria for Acceptance and Rejection.** A manuscript is accepted when it is (1) endorsed for publication by 2 or 3 referees, (2) the instructions of the reviewers are substantially complied; (3) ethical standards and protocols are complied for studies involving humans and animals; and (4) the manuscript passed the plagiarism detection test with a score of at least 80 for originality, otherwise the manuscript is rejected. The referees' evaluations include an explicit recommendation of what to do with the manuscript, chosen from options provided by the journal. Most recommendations are along the following lines:

- Unconditional acceptance
- Acceptance with revision based on the referee' recommendations
- Rejection with invitation to resubmit upon major revisions based on the referees' and editorial board's recommendations
- Outright rejection

In situations where the referees disagree substantially about the quality of a work, there are a number of strategies for reaching a decision. When the editor receives very positive and very negative reviews for the same manuscript, the board will solicit one or more additional reviews as a tie-breaker. In the case of ties, the board may invite authors to reply to a referee's criticisms and permit a compelling rebuttal

to break the tie. If the editor does not feel confident to weigh the persuasiveness of a rebuttal, the board may solicit a response from the referee who made the original criticism. In rare instances, the board will convey communications back and forth between an author and a referee, in effect allowing them to debate on a point. Even in such a case, however, the board does not allow referees to confer with each other and the goal of the process is explicitly not to reach a consensus or to convince anyone to change his/her opinions.

## GUIDE FOR AUTHORS

The **Advancing Literature & Communication Research** is a national peer reviewed research journal published by **Liceo de Cagayan University, Cagayan de Oro City, Philippines**. The journal is published once a year. For paper submission, the paper must be an original copy, about 4,000 words, double-spaced, and with appropriately formatted tables and Figures. The research abstract must have 200 words and at least 5 keywords or phrases.

### Manuscript Preparation

1. Organize the paper following these major headings: Title, Author(s) and address(es), Abstract, Introduction, Materials and Methods for experimental study or Methodology for non-experimental study, Results, Discussion, Conclusions, Acknowledgment, and Literature Cited. The Literature Cited should substantially consist of articles published in current content-covered or peer-reviewed journals.
2. Type the entire manuscript double-spaced on a short white bond paper (8.5x11in) on one side only with 2.5 cm margins all around using a Times New Roman font size of 12. References, Acknowledgments, Table Titles, and Figure Legends should be typed double-spaced or numbered consecutively on all pages including title page, Figures, and tables.
3. Leave two spaces before and after the major headings and two spaces before and after the sub-headings. Do not use footnotes rather use endnotes if required by the discipline.
4. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
5. Write the scientific names of species completely with author(s) when it is first mentioned in the text and without author in succeeding references. Scientific names should be written in italics or bold face.
6. Do not spell out numbers unless they are used to start a sentence.
7. Use the metric system only or the International System of Units. Use abbreviations of units only beside numerals (e.g. 6 m); otherwise, spell out the units (e.g. kilometers from here). Do not use plural forms or periods for abbreviations of units. Use the bar for compound units (e.g. 1 kg/ha/yr). Place a zero before the decimal in numbers less

than 1 (e.g. 0.25)

8. When preparing Tables and Figures, consider the journal's printed page of 5.75 in x 8.5 in and the reduction that will be necessary. Titles of Tables and Captions of Figures should be as short as possible and understandable without referring to the text. Captions of Figures should be typed double-spaced on a separate sheet. Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs. Photographs should be original Figures that are not electronically enhanced and submitted in a jpeg or png file. Label of Figures should be of such a size so that these are still legible even after reducing the size by as much as 50%. Use preferably Adobe Photoshop CS, Adobe Indesign CS and or PDF computer-generated graphics.
9. Cite references in the text as author (year). Writing of et al. in the list of references/literature cited is discouraged but instead all the names of authors are mentioned; references in press as (author, in press) and unpublished reference as (author, unpubl. data or author, pers.comm.). If two or more references are cited, arrange them by year.
10. Manuscript should be as concise as the subject and research method permit, generally not to exceed 4,000 words, single-space.
11. To promote anonymous review, authors should not identify themselves directly or indirectly in their papers or in experimental test instruments included in the submission. Single authors should not use the editorial "we".
12. A cover page should show the title of the paper, all authors' names, titles and affiliations, email addresses, and any acknowledgements.

**Pagination:** All pages, including tables, appendices and references, should be serially numbered. Major sections should be numbered in Roman numerals. Subsections should not be numbered.

**Numbers:** Spell out numbers from one to ten, except when used in tables and lists, and when used with mathematical, statistical, scientific, or technical units and quantities, such as distances, weights and measures.

**Percentage and Decimal Fractions:** In nontechnical copy, use the word percent in the text.

**Hyphens:** Use a hyphen to join unit modifiers or to clarify usage. For example: a cross-sectional-equation; re-form. See Webster's for correct usage.

**Keywords:** The abstract must be followed by at least five keywords to assist in indexing the paper and identifying qualified reviewers.

**Data Availability:** A line immediately following the Keyword identifiers should indicate whether the data are available.

## **Abstract/ Introduction**

An abstract of about 200 words should be presented on a separate page immediately preceding the text. The Abstract should concisely inform the reader of the manuscript's topic, its methods, and its findings. Keywords and the Data Availability statements should follow the Abstract. The text of the paper should start with a section labeled "Introduction," which provides more details about the paper's purpose, motivation, methodology, and findings. Both the Abstract and the Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution. The manuscript's title but neither the author's name nor other identification designations, should appear on the Abstract page.

## **Documentation**

**Citations:** In-text citations are made using an author-year format. Cited works must correspond to the list of works listed in the "Literature Cited" section.

1. In the text, works are cited as follows: author's last name and year, without comma, in parentheses.
2. For cited works that include more than one work by an author (or same co-authors) that is published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the "Literature Cited" section.
3. When the author's name is mentioned in the text, it need not be repeated in the citation.
4. Citations to institutional works should use acronyms or short titles where practicable.
5. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews should be used.

## **Conclusions**

Conclusions should briefly answer the objectives of the study. They are not repetitions of the discussions but are judgments of the results obtained.

## **Literature Cited**

Every manuscript must include a "Literature Cited" section that contains only those works cited within the text. Each entry should contain all information necessary or unambiguous identification of the published work.

## Submission of Manuscripts

Authors should note the following guidelines for submitting manuscripts:

1. Manuscripts currently under consideration by another journal or publisher should not be submitted. The author must state upon submission that the work has not been submitted or published elsewhere.
2. For manuscripts reporting on field surveys or experiments: If the additional documentation (e.g. questionnaire, case, interview schedule) is sent as a separate file, then all information that might identify the authors(s) must be deleted from the instruments.
5. Manuscripts should be submitted via email as Microsoft Word or PDF file to the Managing Editor at email address: [genarojapos@gmail.com](mailto:genarojapos@gmail.com). Please submit separate files for (1) the manuscript's title page with identifying information (not forwarded to reviewers), (2) the manuscript with title page and all other identifying information removed, and (3) any necessary supplement files such as experimental instructions and/or response memoranda on invited revisions. A copy of the research questionnaire or tools is encouraged for submission. The editors and the reviewers need to refer to these tools.
4. Revisions must be submitted within 2 months from the decision letter inviting a revision.
5. Vital information is available at this Website: [www.asianscientificjournals.com](http://www.asianscientificjournals.com) and [www.ejournals.ph](http://www.ejournals.ph)

## Comments

The **Advancing Literature & Communication Research** welcomes submission of comments on previous articles. Comments on articles previously published in the journal will generally be reviewed by two reviewers, usually an author of the original article (to assist the editor in evaluating whether the submitted comment represents the prior article's accuracy) and an independent reviewer. If a comment is accepted for publication, the original author will be invited to reply. All other editorial requirements, as enumerated above, apply to proposed comments.

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